

CLOSEOUT CHECKLIST

The tasks described below are grouped into categories of activities, however many of the tasks are dependent on each other and will need to be coordinated.

Staff

- Identify key staff who must remain til project is closed.
- Create staff transition plan that identifies when each staff is available for release and options for transferring to new position or organization.
- Identify activities that need to be performed and assess skills in order to leverage remaining staff. (you want to be prepared to release staff as opportunities arise, but still have the available skills to shut down the project).
- Conduct a lessons learned session. Forward information to the BPweb/PIG for inclusion in the division repository.
- As staff leave the project, obtain any badges, door and cubicle keys, parking permits, DGS charge cards, phone cards, etc. from staff before departure (see Employee Exit Checklist under Contract Mgmt/Closing the Contract).

Contractual

- Review contractual terms to ensure all terms have been met.
- Review all contractual documentation and deliverables to ensure all items were delivered and exist in the project library and/or contract files.
- Ensure all licenses, warranties and guarantees are documented and that the paperwork is archived with the configuration manager or ITS.
- Receive and review final contractor reports and invoices. Approve as appropriate, or work with contractor to correct deficiencies. (Consider audit of contractor records and invoice/payment records prior to last payment. This will allow for adjustments in the final invoice if necessary.)
- Complete a DGS Std 4 Form for each contractor company. Retain a copy for the contract files and forward copy to DGS. This is MANDATORY if a negative evaluation is being given.
- Closeout and archive contract files.

Financial

- Audit contractor invoice/payment records. Identify any discrepancies and forward them to contract manager.
- Pay final contractor invoices, if approved.
- Close out county expenditures, if appropriate.
- Audit financial system(s).
- Confirm with Cannery Budgets and Contracts that all open items have been closed and all appropriate paperwork is present..
- Close out financial system and archive all financial records.

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Inventory

- Perform an audit of the project library/document management system and configuration management/IT inventory systems.
- Coordinate with CDSS/sponsor to determine who will maintain what records.
- Review project documentation and records. Determine which items should be archived and which should be sent for confidential destruct.
- Perform an inventory of all project equipment, computers/network, furniture, excess supplies, break room, etc. Identify which items should be discarded, transferred, sold, or left for the next tenants. Ensure all IT equipment transfers include appropriate license/warranty/service agreements.

Computer/Network

- Audit all tracking system applications and databases. Close out or resolve all items in tracking system applications and databases.
 - Change Request, Configuration Management, Contracts/SOWs, Deliverables, County Requests, County Expenditures, Financial Tracking, Document Mgmt, Document Review/Approvals, Help Desk, Issue/Action Items, Legislation, Risk, Personnel, Incident, Requirements, Inventory, etc.)
- Disable VPN/dial-in accounts.
- Archive appropriate network drives and e-mail accounts.
- Bring down or transfer internet/intranet site, as appropriate.
- Notify customers/counties of new help desk numbers, if appropriate.
- Notify Cannery of project closure.
 - Close mainframe accounts
 - Remove from CSS, CMR systems, as appropriate
- Disassemble workstations and network equipment.

Facility

- Coordinate departure date with property management/next project.
- Coordinate termination of bottled/filtered water, coffee service, vending machines, as appropriate.
- Establish agreement with moving company.
- Arrange for move or transfer of any media vaults/safes. Notify any off-site storage facility of change in contact. Notify offsite storage courier that pickups are no longer necessary.
- Coordinate transfer or termination of electricity, trash service, recycle/shred service, as appropriate.
- Coordinate transfer or termination of phones, voice mail, faxes, pagers, mobile phones.
- Coordinate transfer or termination of copiers and any other business machine service agreement and/or lease.
- Notify FedEx, UPS, and any other couriers of closure and forwarding instructions for packages and bills.
- Notify taxis, vanpools, carpools, etc of closure.
- Notify security, alarm company, CHP of departure dates.
- Arrange for forwarding of mail received at physical location to Cannery.

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- Notify Cannery, et al of forwarding address, and/or new interagency code.
- Notify other building tenants, as appropriate.
- Return badges, security cards, parking permits, as appropriate.
- Return door, locker/gym, storage closet, phone closet keys, as appropriate.
- Checkout with property management. Leave any internal door codes or passwords and wiring diagrams, if appropriate.